

Stewart Auditorium – Rental Rates & Policies – August 12, 2015

Kaiser Permanente Education Center *(Rooms A, B & C as one full space)*

	Standard Rate	Nonprofit Rate
Mon - Sat 9 a.m. - 5 p.m. (per hr)	\$75	\$55
Sun – 1-5pm		
Outside of business hours - (per hr)	\$90	\$75

Galleries *(Availability subject to curatorial approval)*

	Standard Rate	Nonprofit Rate
Outside of business hours - (per hr)	\$150	\$110

Swan Atrium

	Standard Rate	Nonprofit Rate
Mon - Sat 9 a.m. - 5 p.m. (per hr)	\$225	\$165
Sun – 1-5pm		
Outside of business hours - (per hr)	\$250	\$175

Courtyard

	Standard Rate	Nonprofit Rate
Mon - Sat 9 a.m. - 5 p.m. (per hr)	\$225	\$165
Sun – 1-5pm		
Outside of business hours - (per hr)	\$250	\$175

Smaller Classroom/ Meeting Space (A, B, and D)

	Standard Rate (per room)	Nonprofit Rate (per room)
Mon - Sat 9 a.m. - 5 p.m. (per hr)	\$40	\$25 / \$45 – (Any 2 rooms)
Sun – 1-5pm		
Outside of business hours - (per hr)	\$75	\$55 / \$65 – (Any 2 rooms)

Stewart Auditorium + Swan Atrium

<i>Performances</i>	Standard Rate	Nonprofit Rate
During business hours (per hr)	\$500	\$400
Outside Business hours (per hr)	\$700	\$600
<i>Non-event Use (rehearsal, prep-time)</i>		
Mon - Thu	\$75	\$50
Fri - Sun	\$100	\$80
<i>Seminar/Meeting (No Tech)</i>		
Mon - Sun (per hr) <i>*limited availability</i>	\$150	\$100

Room Capacity

Auditorium	250 (247 seats/ 3 WC Spots)
Kaiser Education Center	150 Theater-Style 90 Banquet-Style
(3 Class spaces undivided)	181 Standing
Galleries	Seating varies based on set-up 325 Standing
Swan Atrium	150 Theater-Style/Seated 181 Standing
Courtyard	200 Theater-Style/Seated 300 Standing
Classroom A & B (2 class spaces may be divided)	69 Standing (34 each side) 50 Seated (25 each side)
Classroom C	112 Standing 85 Seated
Classroom D	40 Standing 20 Seated

Performance Auditorium Rental

- An event period is a time when participants or audiences are invited into the space and does not include private rehearsals.
- Previews, recordings and any live event that invites an audience including, registrants, students, participants or presenters from the public, constitutes a live public event and therefore is a greater liability and cost.
- All theater ticketing must be handled through the Longmont Museum box office and is assessed additional fees.
- Certificate of Insurance is required for all public events.
- **A Facility approved manager must be onsite at all times for public events. An additional fee is required to cover the costs of the manager's time for ALL events** - check-in, checkout and facility manager from open of the building to close. This fee is variable depending on the services and technical skills required.
- **Additional labor and equipment fees may apply** depending on the size and scope of the event (for example: lighting operator, sound engineer, etc)

Classroom Rentals

- **Facility Manager fee required for ALL events** - check-in, checkout and facility manager from open of the building to close.
- **Additional labor and equipment fees** may apply depending on the size and scope of the event.

Wedding Rentals

The Longmont Museum does offer a number of services specifically tailored for wedding reception. Please call to learn more about rental opportunities and pricing.

Alcohol Policy

All sale or service of alcoholic beverages, especially donated liquor, must be coordinated through the Museum Staff. Per Colorado regulations, no alcoholic beverages may be brought inside or taken out of the Longmont Museum by non-museum-staff.

Food and Beverage Policy

All food and beverage served in the Longmont Museum must be provided by a licensed, professional caterer. Caterer must be in good standing with the Longmont Museum. No 'potluck' food may be served. The Longmont Museum has a kitchen for staging, but it is not a catering kitchen or cooking facility. The tenant is liable for the caterer at all times.

Cancellation Policy

Tenant shall provide at least fourteen (14) days written notice to the Museum Contact in the event of cancellation.

City of Longmont Departments

Must cover all hard costs associated with the event as determined by the facility manager. This will include tech time, custodial services, and administrative time, and, may include a discounted rental charge to off-set revenue loss – based on space availability.

Security Deposit

Auditorium and atrium spaces require a \$500 deposit due upon receipt to hold the space for booking and be applied to the costs of damages and/or cleaning due to renter's negligence. Classrooms and all other spaces require a deposit of \$200. Deposits will be returned within 15 days of the end of the event. Renter shall forfeit the deposit in the event of cancellation within 30 days of the event. Rental payment in FULL will be due 30 days prior to the event. Failure to pay the fees by the date in the contract may result in the termination of this agreement, loss of security deposit and void the booking of the space.

Additional Charges

Technical Services

Tech Director/Facility Manager	\$35 per hour
AV Tech Labor (Contract)	\$25 per hour
Specialty Tech Services (Engineering, etc)	\$50-150 per hour
Tech Running Crew	\$15 per hour
Special Cleaning Services	\$20.00 per hour
Piano Use Fee	\$50.00 per piano/per day
Piano Tuning	\$150.00
Video Projector	\$50.00 - \$100 plus

Ticketing/Front of House Charges

Box Office Labor	\$20.00 per hour
House Management	\$15 per hour
Security	\$50 per hour
Ticketing Set up Fee	\$75 per unique event setup
Ticket Fee	\$1.50 per ticket
Credit Card Fees	3.5% for tickets purchased
Merchandise Fee	15%, plus sales tax

Event Cancellation Charges

Ticket Services	\$50.00 per performance \$1.00 per ticket refunded
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Rescheduling

Ticket printing	\$.50 per ticket
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Misc. Charges

Late Booking (if show is booked less than 30 days prior to event)	\$100.00
Late Information Fee (if show information is not provided 30 days prior to event)	\$100.00